

NOTICE AND AGENDA
BIG PLAINS WATER AND SEWER SPECIAL SERVICE DISTRICT
Board of Directors
Regular Meeting

Public notice is given that the Big Plains Water And Sewer Special Service District, Apple Valley, Washington County, Utah will hold a **regular meeting** on **Thursday, March 07, 2019** at the **Apple Valley Town Hall**, 1777 N. Meadowlark Dr., Apple Valley, Utah, commencing at **6:00 PM** or shortly thereafter. In accordance with state statute, one or more board members may be connected via speakerphone.

The Agenda for discussion and action is as follows:

Call to Order/ Pledge of Allegiance/ Roll Call

Engineering - Rod Mills

1. Canaan Springs Main Line

Water Superintendent Report - Dale Harris

Policies / Procedures / Policies - Harold Merritt

2. General SSD Report Discuss water valves in streets covered by pavement fix.

Future Needs / District Expansion - Marty Lisonbee

3. Basin Closure Efforts and Monitoring Well Applications

Water System / Piping / Meters - Denny Bass

4. Jepson Canyon Project/ Treatment system

Wells / Human Resources - Ross Gregerson

Construction / Acquisition - Neil Duncan

5. 150,000 Gallon Tank Report

Consent Calendar-Ben Billingsley

6. Consent Calendar Packet for February 2019

Approval of Minutes

7. Minutes for 1.3.2019
Minutes for 2.7.2019

Request for a Closed Session

Adjournment

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS. MEETINGS

In compliance with the American with Disabilities Act, individuals needing special accommodations (Including auxiliary communicative aids and services) during this meeting should notify Michelle Kinney at 435-877-1190.

Big Plains Water & Sewer Special Service District

Operational Budget Report

51 Big Plains Water & Sewer SSD - 07/01/2018 to 01/31/2019

58.33% of the fiscal year has expired

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	94,115.16	12,950.34	112,571.31	189,462.00	59.42%
5150 Water Standby Fees	3,176.23	2,987.00	22,035.22	39,500.00	55.79%
5310 Connection Fees	8,590.00	2,500.00	27,787.97	50,000.00	55.58%
5410 Late Penalties and Fees	0.00	(2.92)	5,257.23	30,000.00	17.52%
5490 Other Operating Income	4,000.00	20.00	26,534.45	15,000.00	176.90%
Total Operating income	109,881.39	18,454.42	194,186.18	323,962.00	59.94%
Operating expense					
6010 Clerical Contractor Labor	11,275.00	0.00	0.00	20,557.00	0.00%
6011 Town Payroll Services	24,232.00	0.00	429.91	0.00	0.00%
6013 Water Salaries and Wages	0.00	3,462.00	25,965.00	45,000.00	57.70%
6014 Water Benefits	0.00	1,866.78	14,771.43	27,841.00	53.06%
6015 Admin Salaries and Wages	0.00	2,237.25	23,704.89	0.00	0.00%
6016 Admin Benefits	0.00	783.58	12,830.96	0.00	0.00%
6021 Public Postings	583.30	0.00	806.60	600.00	134.43%
6023 Travel/Fuel	1,496.32	0.00	495.77	1,500.00	33.05%
6024 Training	0.00	0.00	0.00	500.00	0.00%
6025 Books/Subscriptions/Memberships	0.00	50.00	868.99	200.00	434.50%
6030 Office Supplies and Expenses	3,158.00	406.80	4,836.72	3,300.00	146.57%
6032 Postage	0.00	0.00	907.70	1,182.00	76.79%
6035 Bank Service Charges	51.43	1,354.72	1,879.98	20.00	9,399.90%
6040 Professional Service	(3,369.45)	0.00	4,290.00	5,000.00	85.80%
6043 Accounting & Audit Fees	1,625.00	1,310.52	6,610.52	4,000.00	165.26%
6044 Water Testing	940.98	45.00	1,434.09	2,500.00	57.36%
6045 Legal Fees	4,207.00	1,048.00	5,370.98	16,700.00	32.16%
6050 System Maintenance and Repairs	6,481.32	936.00	3,088.79	8,500.00	36.34%
6051 System Equipment	0.00	2,525.22	7,297.88	8,580.00	85.06%
6052 Well Maintenance and Repairs	106.92	789.90	3,572.09	3,263.00	109.47%
6053 Tank Maintenance and Repairs	4,400.00	0.00	3,500.00	747.00	468.54%
6060 Equipment Maintenance	0.00	0.00	2,978.76	2,000.00	148.94%
6061 Equipment Fuel	0.00	227.19	1,604.67	3,500.00	45.85%
6067 Utilities	10,910.30	352.27	7,739.59	20,832.00	37.15%
6068 Telephone & Internet	999.00	114.92	552.67	1,250.00	44.21%
6070 Insurance	4,241.02	104.46	4,644.46	5,100.00	91.07%
6095 Depreciation Expense	67,991.30	11,173.83	78,143.37	116,800.00	66.90%
Total Operating expense	139,329.44	28,788.44	218,325.82	299,472.00	72.90%
Total Income From Operations:	(29,448.05)	(10,334.02)	(24,139.64)	24,490.00	-98.57%
Non-Operating Items:					
Non-operating income					
5510 Grants	0.00	0.00	38,000.00	0.00	0.00%
5520 Impact Fees	15,000.00	12,000.00	93,000.00	212,500.00	43.76%
5610 Interest Income	17.47	0.00	1,426.64	200.00	713.32%
Total Non-operating income	15,017.47	12,000.00	132,426.64	212,700.00	62.26%
Non-operating expense					
6080 Interest Expense	54,000.49	7,587.58	53,217.66	94,599.00	56.26%
Total Non-operating expense	54,000.49	7,587.58	53,217.66	94,599.00	56.26%
Total Non-Operating Items:	(38,983.02)	4,412.42	79,208.98	118,101.00	67.07%
Total Income or Expense	(68,431.07)	(5,921.60)	55,069.34	142,591.00	38.62%

Big Plains Water & Sewer Special Service District
Check Register
Checking - SBSU - 01/01/2019 to 01/31/2019

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Utah State Division of Finance	827	5 - 2012 Water P	01/01/2019	01/01/2019	85,000.00	Principal - 2012 Water Project	512510.2 - 2012 Water Project Repa
USDA Rural Development	ACH	2014 Water Proj	01/15/2019	01/15/2019	6,611.81	2014 Water Project	516080 - Interest Expense
USDA Rural Development	ACH	2014 Water Proj	01/15/2019	01/15/2019	2,659.19	2014 Water Project	512520.2 - 2015 Water Bond 01 Re
RM2 Engineering, LLC	832	BP-1-18	12/31/2018	01/02/2019	1,620.00	Engineering Consultation	516040 - Professional Service
Public Employees Health Program	831	PR120118-66	12/07/2018	01/02/2019	1,568.85	PEHP Health Insurance	512224 - Accrued Health Insurance
Scholzen Products Company, Inc.	833	6348551	12/17/2018	01/02/2019	1,137.66	6 3/4" Meters	516051 - System Equipment
USDA Rural Development	ACH	41 - 2014 Water	01/15/2019	01/15/2019	963.74	2014 Water Project Overrun	516080 - Interest Expense
Southwest Sales, Service, & Pump	834	54888	11/15/2018	01/02/2019	739.13	Install conduit/wiring, reprogram soft start for A	516052 - Well Maintenance and Rep
Nelson, Price W.	835	JAN18	01/02/2019	01/02/2019	736.76	AV1 Well House Repair-Bid	516052 - Well Maintenance and Rep
Utah Retirement Systems	URS010419	PR122918-67	01/04/2019	01/04/2019	539.69	URS Retirement	512223 - Accrued State Retirement
ChemTech-Ford Laboratories	829	18K1343	12/31/2018	01/02/2019	395.00	Well 3 Radiologicals/Radium	516044 - Water Testing
Internal Revenue Service	EFTPS010419	PR122918-10	01/04/2019	01/04/2019	377.76	Social Security Tax	512221 - Accrued SS, MC & FIT Pay
USDA Rural Development	ACH	41 - 2014 Water	01/15/2019	01/15/2019	305.26	2014 Water Project Overrun	512521.2 - 2015 Water Bond 02 - R
Public Employees Health Program	831	PR121518-66	12/21/2018	01/02/2019	271.07	PEHP Health Insurance	512224 - Accrued Health Insurance
RM2 Engineering, LLC	832	BP-3-18	12/31/2018	01/02/2019	270.00	Water Rigts transfer for Curtis Gubler into wat	516040 - Professional Service
Health Equity	ACH	PR011219-74	01/07/2019	01/16/2019	256.25	PEHP HSA	512224 - Accrued Health Insurance
RM2 Engineering, LLC	832	BP-4-18	12/31/2018	01/02/2019	200.00	Will Serve Letters for Standard Development	516040 - Professional Service
Internal Revenue Service	EFTPS010419	PR122918-10	01/04/2019	01/04/2019	172.79	Federal Income Tax	512221 - Accrued SS, MC & FIT Pay
Public Employees Health Program	831	PR120118-66	12/07/2018	01/02/2019	172.34	PEHP Dental	512224 - Accrued Health Insurance
Xpress Bill Pay	ACH	37712	01/01/2019	01/01/2019	155.60	Merchant Portal	516030 - Office Supplies and Expen
Health Equity	HSA010419	PR122918-74	01/04/2019	01/04/2019	100.00	PEHP HSA	512224 - Accrued Health Insurance
Internal Revenue Service	EFTPS010419	PR122918-10	01/04/2019	01/04/2019	88.34	Medicare Tax	512221 - Accrued SS, MC & FIT Pay
Apple Valley Self Storage	828	4369	01/01/2019	01/02/2019	80.00	Jan Storage Unit	516050 - System Maintenance and
Merritt, Harold	830	DEC18	12/31/2018	01/02/2019	55.12	Dec18 Mileage	516023 - Travel/Fuel
Scholzen Products Company, Inc.	833	6338496	12/17/2018	01/02/2019	32.50	AV1 Sheeting for Door	516052 - Well Maintenance and Rep
Public Employees Health Program	831	PR120118-66	12/07/2018	01/02/2019	30.74	PEHP Life Insurance	512224 - Accrued Health Insurance
Public Employees Health Program	831	PR120118-66	12/07/2018	01/02/2019	25.32	PEHP Vision	512224 - Accrued Health Insurance
Public Employees Health Program	831	PR121518-66	12/21/2018	01/02/2019	20.12	PEHP Dental	512224 - Accrued Health Insurance
Utah Retirement Systems	URS010419	PR122918-67	01/04/2019	01/04/2019	16.28	401K	512223 - Accrued State Retirement
Public Employees Health Program	831	PR121518-66	12/21/2018	01/02/2019	10.94	PEHP Life Insurance	512224 - Accrued Health Insurance
Public Employees Health Program	831	PR121518-66	12/21/2018	01/02/2019	3.53	PEHP Vision	512224 - Accrued Health Insurance
Health Equity	ACH	8w42082	01/01/2019	01/16/2019	2.25	HSA Admin Fee	516014 - Water Benefits
Health Equity	ACH	8w42082	01/01/2019	01/16/2019	2.25	HSA Admin Fee	516016 - Admin Benefits
					\$104,620.29		

Backup material for agenda item:

Minutes for 1.3.2019

Minutes for 2.7.2019

OPENING

1. Chairman Merritt brought the meeting to order at 6:00 p.m. welcoming all in attendance and led the pledge of allegiance.

PRESENT

Chairman Harold Merritt
Mayor Marty Lisonbee
Board Member Denny Bass
Board Member Neil Duncan

Town Recorder Michelle Kinney

ABSENT

Board Member Ross Gregerson

OTHERS IN ATTENDANCE

Engineer Rod Mills
Water Superintendent Dale Harris

By way of announcement the District is current with all loan payments as of today.
Board Member Bass asks if there is a current budget? Harold, not sure as he hasn't reviewed the packet.

2. Hank Issaksen-Jepson Project Presentation

Hank would like to proceed with this project. Hank has some new investors. The service district will allocate 360 acre feet of water to the project.

3. Engineering – Rod Mills

A. Loan Restructure/ Canaan Springs Main Line

Rod explains that the Government is anxious to fund projects but with the government shutdown he doesn't have anything new to report at this point. As far as he is aware loan interest rates have not changed.

B. Board Annual Training

Chairman Merritt mentions that board members must be trained within the year that they are appointed. We have a few more trainings to comply with the state requirement on this. Chairman Merritt asks that they try to do this within the next month or so. Rod will need to get this figured out.

4. Water Superintendent Report – Dale Harris

A. Report –Heating and cooling by the million gallon tank is doing fantastic. Had a meter jam up but was fixed. There was frozen water service today but got that running again. Ready for the thrust block to be poured at Apple Valley Well 1. Utah water data will be prepared this month. Our sampling has been stepped up for well 59 and Canaan because they are new systems.

Chairman Merritt thanks Trevor Black for his help on Well Building #1.

5. Financial Report-Jauna McGinnis

A. Report

Not Discussed

6. FY2019 Amended Budget Work Meeting and Set Hearing Date

Put off until next meeting so Chairman Merritt has time to get up to speed.

7. Policies and Procedures and Priorities- Harold Merritt

A. Standby Legal Review Follow-up (Resolution 2019-01)

Ososki brought in an outline of concerns for standby fees. With consultation with Legal Council, there was nothing illegal with this. Originally the Board didn't think there would be so many lots sold with impact fees attached thus increasing the value of the lot. This created a PR and money issue with the district. This is what brought about the change in policy. In an effort to keep the peace and keep the customer happy the 3.2.11.3 that was put in place will now be made void. The impact fees will now stay with the property.

MOTION: Chairman Merritt motions that we strike 3.1.2.11.3 from the policies and procedures and we recommend that the Town Council vote on this change to the policy and procedures of the Service District.

SECOND: Mayor Lisonbee

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson –	Absent
Board Member Bass –	Aye
Board Member Duncan -	Aye
Chairman Merritt –	Aye
Mayor Lisonbee-	Aye

The vote was unanimous and the motion carried.

B. Annual Meeting Schedule

MOTION: Chairman Merritt Proposes that they continue with the first Thursday of

each month for the monthly service district meeting.

SECOND: Mayor Lisonbee
VOTE: Chairman Merritt called for a vote:

Board Member Gregerson –	Absent
Board Member Bass –	Aye
Board Member Duncan -	Aye
Chairman Merritt –	Aye
Mayor Lisonbee-	Aye

The vote was unanimous and the motion carried.

8. Wells/Human Resources – Ross Gregerson

A. Emails/Website

Board Member Gregerson is absent

9. Future Needs and District Expansion – Marty Lisonbee

A. Outlying Wells and Basin Closure Efforts

Mayor Lisonbee spoke with Ron Thompson about this issue. He mentioned that they are not issuing new shares but existing shares of water can be transferred. Owners have the right to drill.

Chairman Merritt mentions that the bigger issue may be the contamination that could come out from the private wells.

Dale mentions that a share and a right are different. With shares we are unable to monitor how much water they are using. With a right, there are limits to how much water they are allowed to pull out of the ground. The fire department does come into play on this.

Mayor Lisonbee asks if we have the legislative ability to keep them from taking more water than they should.

Chairman Merritt mentions if someone at this point drills a well we can't do a thing.

Trevor Black: there is a government agency that controls the drilling of private wells and it is required that the water is tested.

Margie Ososki: Clark County Nevada has banned all wells and they are now metering them.

Dale Harris: These aquifers are connected and it can have an effect on the availability of water.

10. Water Systems, Piping and meters – Denny Bass

A. Septic Tanks, Ponds, Treatment Systems and Policy Ideas – Jepson Canyon Project

Board Member Bass mentions that more information on this system is needed before any decisions are made. It was suggested that the board look at some of the current operations that are using this system. One that was mentioned in Dammeron Valley is not the same type of system.

Chairman Merritt mentions that this system is different from anything he has seen. We need to make an effort to standardize the system.

Ron discusses operation and maintenance and who is responsible for this. The state will have jurisdiction on anything over 5,000 gallons for long term operations. When there are multiple owners of a development that is serviced by a single alternative sewer system then it will be a under local jurisdiction. Therefore, he asks the question if we are in the water business as a community or not. If not, then we have to look for someone else who will sponsor those systems.

Mayor Lisonbee mentions in this case the SSD would adopt the system they have installed and it becomes the SSD responsibility to provide maintenance. The SSD would then charge those on the system for use of the service. Mayor Lisonbee has a meeting with Legal on Hanks Development agreement and is wondering what needs to be added to this agreement.

Tish Lisonbee asks if water for Goosberry mesa will need to be pumped. Rod mentions that it will gravity flow but will need a booster pump for fire purposes. Gravity flow once it is in the tank.

Forrest Kuehne shares his feeling that this will need to go back through the process of approval if they are going to need to put in a tank. He doesn't think that was part of the original plan. Harold mentions how this tank would be an asset to the town if it all goes through.

B. County Health Department New Information

C. Policy Section 3.2.3, 3.2.4, 3.2.4.1 Change Suggestions

Let keep working on this.

11. Construction and Acquisition – Neil Duncan

A. 150,000 Gallon Tank New Location

Until we get some type of approval I think we just leave this alone. There is a tank available to be placed somewhere. This is to be determined by someone else.

12. Consent Calendar Packet for October and November 2018

MOTION: Chairman Merritt proposes that we approve the consent calendar for October 2018 and November 2018

SECOND: Board Member Duncan

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson – Absent

Board Member Bass – Aye

Board Member Duncan - Aye

Chairman Merritt – Aye

Mayor Lisonbee- Aye

The vote was unanimous and the motion carried.

13. Approval of Minutes

A. November 1, 2018

B. November 8, 2018

C. December 6, 2018

MOTION: Board Member Bass motions to approve the minutes for November 1st, 2018, November 8th, 2018 and December 6th, 2018.

SECOND: Marty Lisonbee

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson – Absent

Board Member Bass – Aye

Board Member Duncan - Aye

Chairman Merritt – Aye

Mayor Lisonbee- Aye

The vote was unanimous and the motion carried.

14. Request for a Closed Session

15. Adjournment

MOTION: Chairman Merritt moves to adjourn

SECOND: Board Member Bass

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson – Absent
Board Member Bass – Aye
Board Member Duncan - Aye
Chairman Merritt – Aye
Mayor Lisonbee- Aye

The vote was unanimous and the motion carried.

Meeting adjourned at 6:51 p.m.

Date approved: _____

Harold Merritt, Chairman

ATTEST BY: _____
Michelle Kinney, Recorder

OPENING

Chairman Merritt brought the meeting to order at 6:02 p.m. welcoming all in attendance and led the pledge of allegiance.

PRESENT

Chairman Harold Merritt
Mayor Marty Lisonbee
Board member Neil Duncan
Board member Ross Gregerson

Town Recorder Michelle Kinney

ABSENT

Board member Denny Bass

Engineer - Rod Mills

1. Canaan Springs Main Line
Nothing new with this
2. Board Annual Training
Rural water conference is coming up in St. George. The League also does a training a few times a year that is really great.
Rod offered to sit down with the board and go over the master planning instruments, storage requirements and more. This would be in an open meeting workshop. The state is going through some of these requirements and making changes and will come into play in 2020.
Chairman Merritt: 7th of March at 3:00 before our next meeting we will plan to have a workshop from Rod on this.
We would talk about the statutory requirements and system planning for this town with growth projections.
Ross: will these changes have an impact on the fixed amount of water requirements. Rod: Yes.

Water Superintendent Report – Dale Harris

TIMESTAMP 12:50

3. Report
Dale: 2019: we need to look at the wash crossing at cedar point. He would like to do a scour analysis on that. We only have about 8 inches on the lines. At the

Million Dollar Tank has baseball size rocks coming off the ledge toward it. We need to protect the tank from those. The million gallon tank needs some cinders on the road so we can access the tank when the weather is bad. We have a cross connection program on paper. We need to have that program implemented. Dale will provide the board with documentation about how this could be done.

The operating permit is done and registered with the county and state for well 59. We do need to do the fence around the 59 well. We should be able to do all this in house.

The consumer confidence report is being worked on and should be ready by June. He will work with Ben on the Water usage report during the next week or so.

Talked with Kurt Webb said he isn't getting the water from the spring. We need to find where the blockage is in that line. Upper spring seem to be running fine.

Chairman Merritt mentions as soon as it dries out we will have to find a way to flush that out.

Dale as far as mitigation of the main lines those steel pieces could be cut in half and dropped in concrete.

Chairman Merritt: let's do a plan for cross connections – this will take about 2 years and we will have to enforce this.

Are all new homes being required to have these cross check valves.

Policies / Procedures –Harold Merritt

4. General SSD Report

Chairman Merritt doesn't have anything to report.

Future Needs/ District Expansion

5. Outlying Wells and Basin Closure Efforts

Mayor- Nothing to report on Basin closure efforts.

Chairman Merritt would like us to have a subscription on the spectrum so we can check the classifieds to see if any wells are planned for this area. We need to check this so we know who has a well permit in the basin. We could call the paper and see if we still have a subscription for new well permits.

Mayor Lisonbee asks why we need to know this. Chairman Merritt mentions its so that we can decide if we need to contest the well or not.

Water System / Piping / Meters- Denny Bass

6. Septic Tanks, Ponds, Treatment system and Policy Ideas - Jepson Canyon Project

Mayor talks about the meeting he had with Hank Isakson. He is suggesting that we get a grant from DEQ and use this grant to map out everything 30 ways on

how we could do sewer in town. They cover everything from membrane systems to sewer pond studies.

Chairman Merritt concurs that if there is any way to grease the wheels on this he is for it. Mayor Lisonbee thinks we could extend the development agreement through town council vote for phase one and two. Chairman Merritt- We gave them a will serve that we would deliver 360 acre feet of water to the project. Shawn asked for a park in this agreement so they are working through some of these items.

Wells / Human Resources – Ross Gregerson

7. Report

Wells are in resting with the snow. Jessop well is producing 23 gallons a minute. Well 59 is at about 78 gallons a minute in order to keep the air out of the lines.

Construction / Acquisition – Neil Duncan

8. 150,000 Gallon Tank New Location

Nothing more to report.

Consent Calendar

9. Consent Calendar Packet for December 2018

Ben introduces a small change on the consent calendar. The two most critical items are the check register ordered by dollar amount. The other document that he included is the statement in Change of Net Assets this is a percentage of budget. Ben mentioned that bank fees are really out of whack. We are charged a fee based on a percentage of the amount paid. Ben suggests that we don't allow impact fees to be paid with card unless we make them pay the fee. Harold thinks that is fine if it works better.

MOTION: Mayor Lisonbee motions to accept the consent calendar for 7/1/2018 to 12/31/2018

SECOND: Board Member Gregerson

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson –	Aye
Board Member Bass –	absent
Board Member Duncan -	Aye
Chairman Merritt –	Aye
Mayor Lisonbee-	Aye

The vote was unanimous and the motion carried.

Discussion on Draft of FY 2018 Independent Auditors Report By Hinton Burdick

Mayor Lisonbee asked if Ben had any comments on this for the Board. Ben mentions that if you remove impact fees what do the financials look like? He points out that impact fees are paying the Districts debts. Ben encourages the Board to take an approach of conservatism. He would like them to look at what they are bringing in on a monthly basis to make sure the district is on track to make the large December loan payment. We need to have 5% of our annual sales to recover our negative net position. Chairman Merritt mentions that half of last year we operated under the moratorium. And that was not helpful to the district. We do need to set the money aside.

MOTION: Board Member Gregerson motions to accept the annual financial report for the year end June 30, 2018.

SECOND: Board Member Duncan

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson –	Aye
Board Member Bass –	Absent
Board Member Duncan -	Aye
Chairman Merritt –	Aye
Mayor Lisonbee-	Aye

The vote was unanimous and the motion carried

Request for a closed Session
Not Necessary

Adjournment

MOTION: Board Member Duncan motions that we adjourn

SECOND: Board Member Duncan

VOTE: Chairman Merritt called for a vote:

Board Member Gregerson –	Aye
Board Member Bass –	Absent
Board Member Duncan -	Aye
Chairman Merritt –	Aye
Mayor Lisonbee-	Aye

The vote was unanimous and the motion carried.

Meeting adjourned at 6:57 p.m.

Date approved: _____

Harold Merritt, Chairman

ATTEST BY: _____
Michelle Kinney, Recorder